



Contractor Registration

Louisiana Department of Revenue
Taxpayer Services
P.O. Box 4998
Baton Rouge, LA 70821-4998
(225) 219-7356 Option 3

Separate surety bond(s) must be attached for each contract listed on Form R-1342, Tax Registration Number and Contract Information Form. Each bond must be equal to the total amount of five percent of the contract price as shown on Form R-1342, Section B, Line 5 for each contract listed, or \$1,000, whichever is greater. If the contract price changes for any contract, you must notify the Department of Revenue.

When executing the enclosed bond form, the following guidelines must be met:

1. Bond must be written through a surety company authorized to write surety bonds in Louisiana.
2. Principal's name, mailing address, and contract location(s) address must be listed.
3. Name of contract must match information given on the Tax Registration Number and Contract Information Sheet, Form R-1342.
4. Effective date of bond must be on or before the work begins on contract. Power of Attorney must be dated on or before effective date of the bond. (See Bond Form R-1343.)
5. Contracts that are in progress or have been completed must have a bond covering the period the job began. Power of Attorney must be obtained also for the period the contract was in progress. (See Bond Form R-1343A.)
6. Name of principal (owner) of bond must correspond exactly with the signature portion of bond.
7. Bond must be signed by an official of your company.
8. Name of attorney-in-fact for surety must always appear on Power of Attorney.
9. Bond must have two principal witnesses' signatures. This section must be notarized.
10. Bond must have two surety witnesses' signatures. This section must be notarized. Separate notaries are required for the principal and surety sections. Place stamp or seal in designated block(s).

If any changes are necessary to your bond such as name, location, additional contracts, or increase in bond amount, a rider is needed from your surety company to make these changes. If your bond has expired and your job has extended beyond the expiration date, you must obtain another bond to cover the extension of your current bond or obtain a new bond.

Mail completed bond forms or necessary change information to the Louisiana Department of Revenue, Taxpayers Services Division, P.O. Box 4998, Baton Rouge, LA 70821-4998. If sending by Courier, send to: Louisiana Department of Revenue, Taxpayer Services Division, 617 North Third Street, Baton Rouge, LA 70804.